

# INSTANT ACCESS COMPLETE

## Best Practices for Faculty and Departments

1. Recognize that regardless of the costs of your specific materials, your students are taking multiple courses and it is the cumulative cost of all their required materials that the Instant Access Complete program is intended to mitigate.
2. Understand that students who opt out of the program are opting out of automated access to ALL their required materials, not just those assigned for your course.
3. Enable access for your students in Canvas:
  - Even if you don't use Canvas regularly for managing the course, you **must** make sure the Canvas course is published/available to students
  - For courses using VitalSource e-texts, make sure the "Instant Access Complete" navigation option is enabled in the navigation menu, and move it to close to the top of the list of options.
  - For courses using publisher hosted courseware products, faculty should make sure all materials are paired correctly to their courses in Canvas, following the directions from the content provider or Vital Source as needed.
4. **Clearly communicate to students that the course materials for your course/s are part of IAC**
  - Post information about IAC on Canvas
  - Post it on the syllabus\* (see recommended verbiage below),
  - Announce in class
  - Email your enrolled students. Students will read messages from faculty even if they ignore bookstore emails.
5. **Ask students to log in and access the materials during the first week of class.** Assign a low-stakes quiz in the courseware or give a few points for successfully logging in and reading a short passage in the ebook – just something that gets students to look. This will make sure any issues with links to the materials, or pairing with Canvas, get detected and fixed early.

6. **For multi-section/multi-faculty courses, please make sure to inform the bookstore if some sections or faculty WON'T be using the same materials as the main group.** We need to make sure the correct materials show up for students in those sections so they don't experience delays in learning.

Example syllabus/announcement verbiage:

“Required course materials for this course and all CPP courses are provided via the Instant Access Complete program. This program automatically gives students access to all their required course materials for one flat per-semester charge. Most materials are provided in digital format via Canvas. Materials that don't have a digital version must be picked up at Bronco Bookstore.

The Instant Access Complete fee (labeled “EBOOKS”) is charged to your CPP student account and payment for the charge is due at the same time as other registration fees. You may opt out of the program, but be aware that this will opt you out of automatic access to the materials for all your courses and you will then be responsible for acquiring those materials on your own. If you do opt out, the IAC charge will be reversed on your student account automatically.

For more information please see the FAQ on the program here:  
<https://www.broncobookstore.com/instant-access-complete.asp?>

For questions or support, contact the bookstore at [FDNIA@CPP.EDU](mailto:FDNIA@CPP.EDU) “